

**CITY OF STAMFORD**  
**UAW EDUCATIONAL REIMBURSEMENT APPLICATION**

Name: \_\_\_\_\_ Dept.: \_\_\_\_\_ Ext.: \_\_\_\_\_

Position: \_\_\_\_\_

Institution/School: \_\_\_\_\_

Dates of Course (i.e. Summer 2010) \_\_\_\_\_

Title & Number of Course (use a separate application for each course):  
\_\_\_\_\_

Brief description of course: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Degree Anticipated and Date: \_\_\_\_\_

Are you taking a course at: ☐ City Request? ☐ Your Request? (Check One)

Tuition:	\$ _____	Will you receive government or other financial aid?
Text Books:	\$ _____	<input type="checkbox"/> YES <input type="checkbox"/> NO
Miscellaneous Fees, etc.:	\$ _____	If yes, check one: Loan _____
<b>Total Costs:</b>	<b>\$ _____</b>	Grant _____
		Other _____

Department Head signature that request for reimbursement, in the department head's opinion, is consistent with collective bargaining agreement eligibility requirements.

\_\_\_\_\_  
Department Head Signature

\_\_\_\_\_  
Date

In order to be reimbursed, the employee must (1) provide proof of prior payment for the course, and (2) provide satisfactory evidence of completion of the course with a grade of "C" or higher for undergraduate and graduate school courses, or a marking equivalent.

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Applications must be completed prior to registration and submitted to Human Resources for processing to the appropriate union/management committee for approval, provided funds are available, on a first come, first serve basis. You must submit a separate application for each course. Provide proof of payment and proof of final grade to the Department of Human Resources as soon as possible following completion of the course.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

**UNION/MANAGEMENT COMMITTEE ACTION**

☐ **APPROVED**      ☐ **DENIED**

\_\_\_\_\_  
Management Signature

\_\_\_\_\_  
Management Signature

\_\_\_\_\_  
Union Signature

\_\_\_\_\_  
Union signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

**FOR HUMAN RESOURCES/PAYMENT USE ONLY**

Proof of Payment \_\_\_\_\_

Grade: \_\_\_\_\_

\_\_\_\_\_  
Director of Human Resources Signature

\_\_\_\_\_  
Date

# CITY OF STAMFORD

## UAW EDUCATIONAL REIMBURSEMENT APPLICATION

### Educational Reimbursement Policy and Instructions

*The City of Stamford and participating unions, have negotiated collective bargaining provisions which offer employees the opportunity to improve their skills and advance their education by providing financial assistance to those who meet the following eligibility requirements:*

- A. All applications for education assistance must be made prior to the time of course registration. Applications not submitted by the semester deadlines set forth below will be considered at the next scheduled meeting scheduled for the following semester's submissions.
- B. Course work for which assistance is being requested must be job related, or it must be of such a nature as to improve the employee's promotional opportunities, or it must be a requirement of a college or university degree program which is related to the employee's development as a City employee.
- C. Course work must be taken at an appropriately recognized and certified institution. Tuition or training requests shall be approved on the basis that the course work or training will allow the employee to enhance his/her current skills or proficiency and enable them to enhance their job performance, or provide skills enhancement that will directly assist their ability for promotional opportunities.
- D. The following are the submission deadlines for filing an Educational Reimbursement Application:

August 15 for Fall Semester  
December 23 for Winter/Spring Semester  
May 15 for Summer Semester

***In order to be reimbursed, the employee must:***

- A. Complete and submit "UAW Educational Reimbursement Application" to the Department of Human Resources prior to class registration. Please ensure that the Department Head section is signed by your Department Head.
- B. Provide proof of prior payment (i.e. copies of receipts, cancelled check, statement from school) to the Department of Human Resources.
- C. Provide satisfactory evidence of completion of the course with a grade of "C", or higher for undergraduate and graduate school courses, or a marking equivalent (i.e. copies of final grades) to the Department of Human Resources.
- D. New hire employees serving in their probationary period are not eligible for tuition reimbursement.

Reimbursement is made on a first-come, first-serve basis, with a limited amount of money set aside per fiscal year. Refer to your union contract for more details.

